COLLEAGUE: RUNNING A GLBR (ANNUAL OR YTD) BUDGET REPORT

The GLBR report is a summary report that includes budget amounts, year-to-date expenses, encumbrances or purchase order amounts, and the available balances.

STEP 1: OPEN THE GLBR SCREEN

Log-in to Colleague and type the mnemonic “GLBR” in the form search box, then press “Enter”. You can also select this report via the “Navigation” tab at the top of the screen.

STEP 2: ENTER THE APPROPRIATE FIELD INFORMATION

Mandatory fields are highlighted in red.
DETERMINING THE GL ACCOUNT DEFINITION

After pressing “F2” or clicking the magnifying glass, you will see the following screen. This screen is used to (first) select the data the report will contain (Select/List) and (second) how the report will be displayed (Sort).

SELECT/LIST: PICK THE DATA YOUR REPORT WILL CONTAIN

In the “Select/List” field, click the icon with the magnifying glass, or press the F2 key. The following screen will open (see next page). On this screen you will determine what data your report will contain. Input the fund, area, location, TOPS, or Object of the budget account you want in your report.

EXAMPLE

I want to run a GLBR report using the following information:

- Fund “12” or the Restricted Fund (grants)
- TOP code “703945” for CTE Community Collaborative #5
- Object codes beginning with “5” or expenditures

Please note, you can input any portion of the budget account number, but keep in mind that Colleague will capture only the accounts that include the codes you’ve input above (In this example, only accounts that have the Fund = 12, TOP code = 703945, and Object Codes = 5xxxx - Expenses).
Once you press F9, or enter, you will return to the previous screen with your choices filled in the "Display Criteria", as seen below.

The report will only capture the budget account numbers seen here - repeat these steps to revise if necessary.
In the “Sort” field, click the icon with the magnifying glass, or press the F2 key. The following screen will open. On this screen you can adjust (or sort) how the report is displayed.

**EXAMPLE**

I would like to sort my data based on the TOP code. To do so, I need to delete:

- (1) GLS. Budget Officer
- (2) GLS.FUND
- (3) GLS.AREA
- (4) GLS.LOCATION
- (6) GLS.OBJECT

To delete these fields from the screen, I click the number, and then select “Delete”, and then “Delete” again. (see next page). Repeat until deleted 1, 2, 3, 4, and 6. In this example, we sort by the TOP code (703945). This means the report will be sorted/displayed by all accounts with 703945 first. This is best when you are running **more than one** TOP code. **Please note:** you can also sort by GLS.FUND if you run only **one** TOP code.
After I have deleted 1, 2, 3, 4, and 6 – I will see the following screen:

Next, I will add additional sort criteria. For this example, I want to add the following additional sort criteria:

- Expenditures or GLS.GL.CLASS
- GLS.MAJOR.OBJECT
Enter: “GLS.GL.CLASS”

Enter: “GLS.MAJOR.OBJECT”

Once GLS TOPS is at the top, enter “Y” for yes in the “Break” column for all fields entered

Finally, press “F9” to continue

Then, click “OK”
STEP 3: RETURN TO INITIAL GLBS SCREEN

You will return to the previous screen with both the Select/List and Sort information populated.

You will be returned to the initial screen when you entered the mnemonic “GLBR”.

Enter “Y” and Press the F9 or Enter key.
STEP 4: RUN REPORT

Enter “H” for hold. This will keep the report on your screen instead of printing it.
Then press F9 to continue.

Press F9 to continue.
The following screen appears to show you the progress of your report:

STEP 5: VIEW REPORT

Your report will look similar to the one on the next page. From this report, you will be able to see:

- General ledger (budget) account number
- YTD Encumbrances = Purchase orders outstanding as of report date
- MTD Actual = Actual expenditures for the report month (in this example June ’14 = 0)
- YTD Actual = Actual expenditures to date
- YTD Budget = Total fiscal year budget amounts
- Available = Available Balance including encumbrances (or purchase orders)

Note: Steps for saving and printing the report can be found in Step 6: Print or Save Report.
Your report will look like the screen above. The columns are described below. See the following pages for printing instructions.
STEP 6: PRINT OR SAVE REPORT

To print the report, you will first need to create and open the PDF version, and then print it.

CREATE PDF

1st: Click “Export PDF”

2nd: Select Formatting Options
• Select Font
• Font Size (8 or 9 only)
• Landscape Orientation

Note: Anything larger than font size of 9 will not print correctly.

3rd: Click “Create PDF”

OPEN PDF

Click Link if PDF does not open automatically
You can also access the Save and Print commands through the File menu.

To Save: Click the Disk
To Print: Click the Printer

Choose “Secure Print BW” for printer, then click “OK”

Questions? Just ask!
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